

**Town Manager's Office  
Town of Mansfield**

# Memo

To: Town Council  
From: Matt Hart, Town Manager  
CC: Town Employees  
Date: January 12, 2015  
Re: Town Manager's Report

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Below please find a report regarding various items of interest to the Town Council, staff and the community:

## **Council Business**

- *Budget & Finance Retreat* – On Saturday, January 31, 2015, we will hold our annual budget and finance retreat with the Town Council. At the meeting we will review the Town's current financial position, as well as the status of the preparation of the proposed operating budget and capital improvement program for FY 2015/16. We will meet from 8:30 AM – 12:00 PM in the Council Chamber.
- *On-line Tax Information* – Please see [item #14](#) on page 135 of your packet, which consists of email communication between Ms. Bethany Javidi and me, concerning the property tax information available on the Town's website. Please let me know if that is an item you would like to add to a future agenda.
- *Questions regarding Superintendent of School's Travel Expenses* – As discussed at the last meeting, I referred the questions concerning travel expenses of the Superintendent of Schools to the chair of the Mansfield Board of Education and the board's labor attorney.
- *UCONN Subsidies at Local Daycare Centers* – Seeing the communications in tonight's Town Council packet related to this issue, Councilor Wassmundt asked me to provide some background information related to this topic. The three affected daycare centers are as follows:
  - Mansfield Discovery Depot (MDD) – the current UCONN subsidy is \$78,750. The MDD is a 501(c)(3) not-for-profit corporation located in a town-owned building. The Town has an operating agreement with the MDD and provides financial management, human resources, information technology, facilities management and grounds maintenance services to the daycare. The MDD purchases employee health insurance from the Town at the full cost of the premium. In addition, the MDD receives \$1,445 per month in school readiness grant monies for two full time slots. The Town administers the state-funded school readiness program.
  - Willow House – the current UCONN subsidy is \$23,250. The Town does not have an operating agreement with Willow House, which receives \$1,895 per month in state-funded school readiness monies for two full-time and one part-time slot.
  - Community Children's Center (CCC) – the current UCONN subsidy is \$20,000. The Town does not have an operating agreement with the CCC, which receives \$2,345 per month in state-funded school readiness monies for two full-time and two part-time slots.
- *Workshop on Four Corners Sanitary Sewer Project* – As requested by Town Council, at 6:00 PM on January 26, 2015 we will conduct a workshop session/special meeting on the Four Corners Sanitary Sewer project. At that session we will provide an update on the status of the design of the project, the steps necessary to receive the \$3 million state grant as well as other project-related information.

## **Department Reports**

- *Town Manager's Office* - Please join me in welcoming our new and recently promoted employees:
  - Allen Corson has been promoted to the Facilities Management Director position as of December 29, 2014. Most recently, Allen has been serving as the Department's interim Director. He has been with the MBOE/Town for 15 years and recently completed his bachelor's degree from Charter Oak State College.

- Brian LaVoie will join our team as the new Public Works Operations Manager on January 20, 2015. Brian replaces Mark Kiefer who recently retired after 10 years of service to the Town. Most recently Brian has served as the Town of West Hartford's Streets Manager. Brian holds a bachelor's degree from ECSU in Environmental Earth Science.
- Chris Bray has been promoted to a full-time firefighter/EMT position with Fire and Emergency Services as of December 28, 2014. Chris had been serving as a part-time firefighter/EMT with the Department. He is currently certified as a Fire Marshal, is an instructor with the Eastern CT Fire School, and Chief of the Chaplin Volunteer Fire Department.
- Craig Hodgins has been promoted to a part-time Evening-Weekend Supervisor (MOD) with the Parks and Recreation Department. Craig has been serving as a senior lifeguard and receptionist with the department and is a student at ECSU. Craig began his new role December 19, 2014.
- Sherry McGann, has been appointed to the Eastern Highlands Health District as their new Sanitarian. In her position, Sherry will primarily be assigned to Mansfield and her home base will be the Mansfield Town Hall. Sherry began work on December 29, 2014. She has a bachelor's degree from ECSU in Environmental Science and Policy. Most recently she served as the Town of South Windsor's Environmental Health Officer. She is a Registered Sanitarian, Certified Food Inspector, Certified Lead Inspector, Certified Subsurface Sewage Disposal (phase 1 & 2), Registered Environmental Health Specialist, Healthy Homes Specialist, and AADP Board Certified Health Coach.

### **Major Projects and Initiatives**

- *CL&P Interstate Reliability Project* - Work in Mansfield this week will include the removal of wood mats in the vicinity of Highland Road. Weekly construction updates can be found at [www.NEEWSprojects.com](http://www.NEEWSprojects.com). Residents can also call 1-866-99NEEWS (1-866-996-3397) or email [NEEWS@NU.com](mailto:NEEWS@NU.com) for more information.

### **Upcoming Events**

- *Storrs Farmers Market* – Storrs Winter Farmers Market will be open two Saturdays a month from 3:00 – 6:00 pm at the Mansfield Public Library. The remaining Winter Market dates are: January 17 and 31, February 14 and 28, March 14 and 28, and April 4 and 18. Everything sold at Storrs Farmers Market is grown or produced in Connecticut. Visit [www.storrsfarmersmarket.org](http://www.storrsfarmersmarket.org) for more information.
- *Winter Fun Week* - Save the dates! The Mansfield Downtown Partnership's 3rd Annual Winter Fun Week will be Sunday, February 1 – Saturday, February 7. Plans are underway for fun activities for all ages and interests.

### **Upcoming Meetings\***

- Youth Service Bureau Advisory Board, January 13, 2015, 12:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Historic District Commission, January 13, 2015, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Sustainability Committee, January 14, 2015, 5:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Advocates for Children Executive Council, January 15, 2015, 10:00 AM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Advocates for Children, January 16, 2015, 9:00 AM, Conference Room B, Audrey P. Beck Municipal Building
- Personnel Committee, January 20, 2015, 4:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, January 20, 2015, 7:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Ethics Board, January 21, 2015, 4:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Conservation Commission, January 21, 2015, 7:30 PM, Conference Room B, Audrey P. Beck Municipal Building

- Economic Development Commission, January 22, 2015, 5:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Special Town Council Meeting, January 26, 2015, 6:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Town Council, January 26, 2015, 7:30 PM, Council Chamber, Audrey P. Beck Municipal Building

*\*Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.*